

- I. Mission: The mission of the Coastal North County Adult Education Consortium is to provide adult education programs for the coastal North County San Diego region and to facilitate communication among all adult educators, partners, and members of the San Diego community.
- II. Membership
  - a. Definition: any community college, school district, joint powers of authority or county office of education that is located in the consortium boundaries that delivers adult education services.
  - b. The CNCAEC shall be governed by the consortium officials as approved by the governing boards from the MiraCosta Community College District and the San Dieguito Union High School District.
    - i. Duties
      1. Facilitate communication among the consortium membership, partners, and interested community members.
      2. Jointly develop recommendations related to program development and implementation, and present those recommendations to the public and governing boards.
      3. Assure adequate resources and management for the CNCAEC programs.
      4. Serve as the official spokespersons and advocates for the CNCAEC.
      5. Engage in ongoing discussions with community and partner providers on the issues of the day, and facilitate in developing and airing various perspectives.
      6. Register consortium endorsement of important documents sent to relevant authorities e.g., California Community Colleges Chancellor's Office (CCCCO) and California Department of Education (CDE) with required reports and updates.
      7. Take initiative in identifying and pursuing important adult education programming for the consortium/region being served.
      8. Convene, develop agendas for, and conduct meetings of the CNCAEC meetings.

9. Provide leadership within the consortium to ensure productive and efficient completion of tasks.
  10. Allocate the necessary resources to support the CNCAEC.
  11. Ensure that minutes of consortium meetings are published on the consortium website in a timely manner, and that they accurately reflect the contents of the meetings.
  12. Conduct an annual orientation to explain the functions of the consortium.
- c. The CNCAEC shall be responsible for the organization of the consortium, development, update and implementation of the CNCAEC Regional Plan.
  - d. The CNCAEC shall employ a project coordinator to facilitate the implementation of the approved CNCAEC Regional Plan.
    - i. Duties of the CNCAEC project coordinator shall be reflected in the job description approved by the consortium. (See Appendix A).
  - e. MiraCosta Community College District will serve as the fiscal agent of the CNCAEC.
    - i. Duties of the fiscal agent are defined by the CCCCCO and CDE.

### III. Meetings

- a. Regular meetings of the CNCAEC shall be held quarterly or more often, if necessary. Special meetings may be called by consortium officials.
- b. A 72-hour notice and agenda shall be posted and sent to all CNCAEC members and partners prior to a regular consortium meeting where major decisions will be made.
  - i. Major decisions may include but are not limited to:
    1. Annual or quarterly budgets
    2. Programmatic
    3. Membership
- c. A 24-hour notice and agenda shall be posted and sent to all members, prior to a special consortium meeting.
- d. Meetings will be held at the MiraCosta College Community Learning Center (CLC) Community Room and will also be accessible by way of

CCC Confer webinar, in accordance with the aforementioned meeting guidelines, and in accordance with applicable laws and regulations.

- e. A majority of the members must be present at a meeting before a vote can be taken at the meeting.
- f. Decisions shall be made by a consensus of the consortium officials.

### Appendix A: Project Coordinator Job Description

CLASS TITLE: PROJECT COORDINATOR - ADULT EDUCATION BLOCK GRANT

#### **BASIC FUNCTION:**

Under the direction of the Dean of Behavioral Sciences, History and Adult Education, and in cooperation with the Coastal North County Adult Education Consortium (CNCAEC), coordinate adult education programs and activities in order to assist student's transition to post-secondary education and employment.

#### **REPRESENTATIVE DUTIES (E=Essential duty):**

1. Coordinate and implement all aspects of the Adult Education Block Grant (AEBG) in cooperation with members and partners of the CNCAEC. **(E)**
2. Assist in the creation of the CNCAEC annual plan, allocation schedule, annual budget, governance documents and other plans required by the state. **(E)**
3. Update CNCAEC information on members, contact, partners and data to the state. Submit deliverables to the state demonstrating consortium agreement. **(E)**
4. Oversee the day-to-day operations of the AEBG and CNCAEC at one or more on-or-off-campus sites. **(E)**
5. Serve as liaison between AEBG, the California Community Colleges Chancellor's Office, campus and community/school partners. Attend meetings with administrators and partners. **(E)**
6. Attend professional organization meetings and conferences. Participate in state, and local training opportunities relating to AEBG objectives.
7. Assemble and submit requested data and prepare studies and reports.
8. Monitor office and program budgets and order materials, supplies, and services. **(E)**
9. Compose correspondence, communications, and media/press releases in conjunction with the Public Information Office. Ensure formal open meeting requirements for consortium decisions
10. Perform other related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

District organization, operations, policies and objectives.

Pertinent federal, state, and local codes, laws, and regulations.

Modern office practices, procedures and equipment.

Methods and practices of recordkeeping and report preparation.

Computer applications.

Principles and techniques of marketing, advertising and public relations.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Interpersonal and multicultural leadership skills using tact, patience and courtesy.

**ABILITY TO:**

Learn to interpret, apply and explain rules, regulations, policies and procedures and apply them in a variety of procedural situations.

Operate a variety of office equipment including a computer terminal.

Maintain records and prepare reports.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Work independently with little direction and with frequent interruptions.

Work confidentially with discretion.

Develop and monitor budgets in accordance with federal regulations.

Train and provide work direction to student workers.

Understand and follow oral and written directions.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.

Work as a member of a team.

Meet schedules and timelines.

Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.

**EDUCATION AND EXPERIENCE:**

Education and experience equivalent to a Bachelor of Arts degree and one year of closely related work experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver license.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Not assigned permanent staff to supervise. Provides work direction to student workers and/or temporary staff.

**CONTACTS:**

Departmental coworkers, district staff, students, faculty, community partners, parents, and the general public.

**PHYSICAL EFFORT:**

Primarily sedentary with intermittent standing, walking, bending and/or stooping; occasional light lifting and carrying of objects weighing 25 pounds or less; light to moderate repetitive use of computer keyboard, mouse or other control; ability to travel to a variety of locations on and off campus as-needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving appropriate interactions and communications personally, by phone and in writing with a variety of individuals and/or groups of individuals from diverse backgrounds on a regular, on-going basis; ability to work effectively under pressure on multiple, various tasks concurrently while meeting established deadlines and changing priorities; ability to effectively negotiate, mediate and resolve conflicts with and among contacts.

### **WORKING CONDITIONS:**

Primarily busy office and/or classroom environments; subject to frequent contacts with and interruptions by individuals in person or by phone; intermittent to frequent exposure to individuals acting in a disagreeable fashion; may be required to work at any district location during day and/or evening hours with occasional holidays and/or weekends on an as-needed basis.